



Edinburg Common School
Board of Trustees Meeting Agenda
July 11, 2023 6:00 p.m.

DRAFT

I INTRODUCTION:

- A. Call to order - Pledge of Allegiance - 6:02 pm
- B. Roll Call
- | | | | |
|----------------|---|---------------------|---|
| Angela Ludwig | ✓ | Dr. Mary Ann Borden | ✓ |
| Michelle Ellis | ✓ | Robert McCloskey | ✓ |
| Sandy Moore | ✓ | Anna Finch | ✓ |
- C. Welcome
- D. Privilege of the Floor - None
- E. Agenda Changes - Michelle Ellis adding CII Resignation
- F. Board Reports/Announcements - None
- G. Superintendent Reports/Announcements
- Summer Fun Program 7/10/23 - 8/10/23 Instructors are J. Hampton, T. Moore, and D. Cunningham. Field trips will be scheduled for Thursdays.
 - Physical Education/Health- .3 Positions/Interviews. Broadalbin/Perth said shared services cannot be continued. Candidates have applied through Olas and interviews are being held.
- H. Business Manager/Director of Health and Safety Records
- Summer Fun field trips have been discussed with Paula Blackwell and places that are being looked at are the Town Hall, hiking trails, the Pavillion, pottery in Mayfield, blueberry picking, CNR, and a beach day at a beach with lifeguards on duty.
 - Summer Cleaning Updates. Some missteps in the process of stripping and refinishing of floors in the Pre-K and Art rooms were made. Clarification on how to remedy the issues have been discussed and it is going forward correctly.
 - 19-A - An audit was done on our bus drivers and they found the urine test was missing on drivers and so the drivers had to go through their physicals again. DMV then rejected those exams for no field of vision performed. Our school nurse was able to do this exam in house for the drivers and the information was re-submitted and has now passed. Due to such difficulties with St. Mary's Hospital, we are going to return to Eastern Medical in the future for the medical exams.
 - Annual Audit - The annual audit begins the week of July 17, 2023 and we expect to be working with up to three auditors.

- Bus Applicant - an applicant for a bus driver position has submitted an application and will be scheduled for an interview.

II REORGANIZATIONAL MEETING

A. Board Members

1. Election/Appointment of Officers

Res#0001-24

Be it RESOLVED, that the Board of Trustees approves the following appointments:

- Board President - Angela Ludwig
- Board Vice-President - Dr. Mary Ann Borden
- District Treasurer - Sandy Moore
- District Clerk - Anna Finch

Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

2. Constitutional Oath of Office

Res#0002-24

Be it RESOLVED, that the Board of Trustees accepts the Oath taken by the following people:

- District Clerk - Anna Finch
- Board President - Angela Ludwig
- Board Vice President - Dr. Mary Ann Borden
- Board Member - Robert McCloskey
- Superintendent - Michelle Ellis
- District Treasurer/Business Manager - Sandy Moore

Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

3. Organizational Appointments

Res#0003-24

Approve the following Organizational Appointments for the 2023-2024 school year:

- Free/Reduced Lunch and Breakfast Officials:
 - Reviewing Official - Manager, TBD
 - Hearing Official - Superintendent, Michelle Ellis
 - Verification Official - School Business Manager, Sandy L. Moore
- School Law Firm - Girvin and Ferlazzo
- Records Access Officer - Sandy L. Moore
- Section 504 Hearing Officer - Michelle Ellis
- Title IX Officer - Superintendent, Michelle Ellis
- NYSED Impartial Hearing Officers - serving this District in matters of identification and placement of those thought to be handicapped: *In accordance with New York State Law 4404 (1)*

and Commissioner's Regulations regarding approved list of hearing officers and rates of compensation.

- g. Audit Committee - Board; Angela Ludwig, Mary Ann Borden, Robert McCloskey
 - h. Dignity for all Student Coordinator - Celeste English
 - i. Tax Collector - Anna Finch Stipend - \$2,000
 - j. Title I/ESSA/RTI Director - Michelle Ellis
 - k. IT/Network Manager - Thomas Moore Stipend - \$14,000
 - l. STEM Curriculum Specialist - Thomas Moore Stipend - \$1075
 - m. Records Management Officer - Anna Finch
- Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

4. Designations

- a. Monthly Board Meeting Dates and Times for 2023-2024

Res#0004-24

Be it RESOLVED, that the Board of Trustees approves the monthly board meetings to occur on the second Tuesday of the month at 6:00PM.

Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

- b. Official Depositories for Investment of District Funds

Res#0005-24

Be it RESOLVED, that the Board of Trustees approves NBT Bank as the Official Depositories for investments of District Funds for the 2023-2024 school year.

Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

- c. Official District Newspaper

Res#0006-24

Be it RESOLVED, that the Board of Trustees approves the Leader Herald as the Official District Newspaper.

Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

- d. 7-12 Grade High School as per contract

Res#0007-24

Be it RESOLVED, that the Board of Trustees appoints Northville Central School District as the 7-12 grades High School for Edinburg students.

Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

5. Authorizations

Res#0008-24

Be it RESOLVED, that the Board of Trustees approves the following Authorizations for the 2023-2024 School Year:

- a. Certification of Payroll - Superintendent, Michelle Ellis

- b. Authorized Signatures - Sandy L. Moore and Board of Trustees President
 - c. Budget Transfers - Michelle Ellis , up to \$3,000; Board over \$3,000
 - d. Purchasing Agent - Michelle Ellis
 - e. Petty Cash, \$75
 - f. Mileage - IRS rate
- Motion by: A.L. 2nd by: M.B. Vote: Yes 3 No 0 Abstain 0

III REQUEST FOR BOARD ACTION

A. Board Members

1. Approve the transcript of Board minutes from June 28, 2023
Res#0009-24
Be it RESOLVED, that the Board of Education approves the transcript of the minutes from the June 30, 2022 board meeting
Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0
2. Readopt all current Board of Education Policies - The 8000 and 9000 Policies will be approved at the August 2023 Board Meeting.
Res#0010-24
Be it RESOLVED, that the Board of Education readopts all current 0000-7000 Board of Education Policies.
Motion by: A.L. 2nd by: M.B. Vote: Yes 3 No 0 Abstain 0
3. Review District Safety Plan
Res#0011-24
Be it RESOLVED, that the Board of Education hereby reviews the District Safety Plan for the 2023-2024 school year
Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0
4. Approve Trane Contract - there was an increase of 10%
Res#0012-24
Be it RESOLVED, that the Board of Education approves Trane Contract.
Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0
5. Approve HFM BOCES Contract for 2023-2024
Res#0013-24
Be it RESOLVED, that the Board of Education hereby approves HFM BOCES contract for 2023-2024.
Motion by: A.L. 2nd by: M.B. Vote: Yes 3 No 0 Abstain 0
6. Approve Update to Head Bus Driver Job Description
Res#0014-24

Be it RESOLVED, that the Board of Education hereby approves Update to Head Bus Driver Job Description.

Motion by: A.L. 2nd by: M.B. Vote: Yes 3 No 0 Abstain 0

7. Approve 2022-2023 General Fund expended Surplus

Res#0015-24

The 2022-2023 general fund unexpected surplus, less the amount designated for the next year's tax levy, exceeding the limit of 4% of subsequent year's appropriation budget as allowed under the Real Property Tax Laws will be put into the reserves as follows....\$125,000 into the Bus Reserve and \$10,000 into the TRS Reserve.

Motion by: A.L. 2nd by: M.B. Vote: Yes 3 No 0 Abstain 0

B. Treasurer

1. Approve the Treasurer Reports for June 2023

Res#0016-24

Be it RESOLVED, that the Board of Education hereby approves the Treasurer's report consisting of Budget and revenue status reports as well as bank reconciliations for General, Cafeteria, Federal, Payroll and Capital.

Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

2. Approve Payment of Claims

Res#0017-24

Be it RESOLVED, that the Board of Trustees approves the payment of claims as listed on Warrant #1.

Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

C. Superintendent

1. Appoint Head Bus Driver - stipend increase of \$500

Res#0018-24

Be it RESOLVED, that the Board of Education hereby appoints Paula Blackwell as the Head Bus Driver, effective July 1, 2023.

Motion by: A.L. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

2. Resignation - letter read by all Board members

Res#0019-24

Be it RESOLVED, that the Board of Education hereby accepts the resignation of Constance Breda, Cafeteria Manager, effective July 11, 2023.

Motion by: A.L. 2nd by: M.B. Vote: Yes 3 No 0 Abstain 0

IV PRIVILEGE OF THE FLOOR - None

Angela Ludwig made a motion to enter into executive session at 6:30 PM to discuss matters leading to the medical, financial, credit or employment history of a particular person/s or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Robert McCloskey seconded the motion and all were in favor.

Angela Ludwig made a motion to return to regular session at 7:20 PM. Robert McCloskey seconded the motion and all were in favor.

Res#0020-24

Be it RESOLVED, that the Board of Education hereby approved a Memorandum of Agreement for CSEA employees: Doreen Cunningham and Becky Burden to raise their salary to \$23/hr as of July 1, 2023. Motion by: M.B. 2nd by: R.M. Vote: Yes 3 No 0 Abstain 0

V ADJOURNMENT

Angela Ludwig made a motion to adjourn at 7:22 PM. Dr. Mary Ann Borden seconded the motion all were in favor.

Respectfully Submitted,

**Anna Finch
District Clerk**

Dates to Remember: Superintendent's Conference Day 8/29/23
Teacher Work Day 8/30/23
No School - Labor Day 9/4/23
Superintendent's Conference Day 9/5/23
First Day of School 9/6/23

E.C.S. Mission: To provide a quality education and a caring environment for all students so that they may grow, achieve, and make a positive contribution to our ever changing world.

